

November 15, 2013

Notice to Industry:

Effective 11/25/13

New Procedures for all Residential permits:

- Allow residential contractors to submit for a building permit after receiving a copy of the Septic Permit Application receipt. The permit will not be issued until we have received Environmental Health's final approval. This will allow all Departments (P & I, P & Z, Environmental Health, and Environmental Management) to move forward with a permit application simultaneously, thereby significantly reducing the permit turn-around time.
- On residential construction documents for new homes, additions, renovations, etc., omission of the electrical schematic page which is currently required. Our on-site inspections will reveal items which are not in Code compliance and will also save the contractor's approximately \$800.00 in architectural fees for the drawings. Electrical load calculations will still be required to insure the panels are properly sized.
- Plan Revisions for minor changes to the structure will no longer be required. Exceptions to this policy are:
 - Any Commercial projects.
 - Any additional square footage.
 - Addition of Plumbing, Electrical, or HVAC systems.
 - Any changes to the original footprint of the project.
 - Any load-bearing walls.
 - Any finishes: bonus rooms, basements, etc.
 - Any added bedrooms.
 - Significant changes to the approved construction documents such as adding a basement to a slab/crawl space plan will be considered as a revision as opposed to a new permit.
 - Any increase to the original building height.
- Residential engineered roof truss, TJI, and web-truss floor designs will not be required as part of the permitting process. These documents are required to be on-site at time of framing inspection. Engineered design for tall walls, braced wall lines, garage portals, etc. will continue to be required to be submitted for review previous to framing inspection.
- Any required engineering applicable to a residential project shall continue to be submitted to our Department for review, but if the engineer provides a letter stating that he/she witnessed the installation and provides our office with a letter of approval,

an inspection from our Department shall not be required and will be approved per the engineer's letter.

- Following, is a list of Residential Inspection Types that will no longer be required to be called in separately, but checked as part of other inspections at that location:
 - Foundation wall inspection. ICF walls shall be the exception.
 - Slab-built-up porch. Note: pan slabs are required to be inspected.
 - Rough smoke/carbon. (To be checked on Electric Rough)
 - Final smoke/carbon. (To be checked on Electric Final)
 - Rough building envelope tightness. (To be checked on Insulation inspection)
 - Final building envelope tightness. (To be checked on Final Building inspection)
 - Duct Tightness Test (To be checked on Final Heat inspection)
- Elevation drawings for attached residential additions, renovations, etc. for 1 story construction on grade or crawl-space, are no longer required for permit submittal. We will need to-scale drawings of the addition/renovation footprint, with all rooms identified as well as all window/door, electric panels, water heaters, HVAC, etc. noted on the drawing. It is imperative that the contractor complete the "Structure Specifics" worksheet to help us understand the complete scope of the project.
- One story detached buildings (garages, workshops, storage buildings, etc.) on grade or crawl space shall provide a one-side typical drawing as part of the permit application, which will allow the Planning/Zoning Department to determine roof-pitch and exterior siding materials being used. To-scale drawings showing the footprint, footing details, framing details, etc. shall be provided with the permit application as well as the "Structure Specific" worksheet. All engineered buildings submitted for permit will require all wet-sealed engineering specifications from a registered Georgia engineer.
- Contractor licensing information, once submitted will be retained for future permits until license expiration. The contractor shall be required to provide a copy of the renewed license at that time.
- Plumbing, Electrical, HVAC affidavits shall be submitted for each separate project, but a faxed/scanned copy of the notarized affidavit will be accepted at the time of permit application. This will allow the permit applicant to submit all required documents without sub-contractors being required to come by our office.
- All scheduled inspections shall be performed, and a re-inspection fee assessed, unless cancelled between 8:00 – 8:30 AM.

Joe Scarborough
Building Official/Director
Fayette County Permits & Inspections Department